



## **Organization Event Sponsorship Application**

In order to fully benefit the students of the University of Tulsa, the Student Association makes funds available to student organizations for campus events. Applications must be submitted no sooner than eight weeks prior to the date of the event. Exceptions to this rule may be granted at the discretion of FAC and any applications seeking such exception must include a detailed petition stating the specific reasons for needing the exemption. Acceptable reasons include contractual obligations, reservation of location, reservation of transportation, etc. Applications will not be acceptable for events that have already occurred.

### **Application Process:**

- 1) Read the SOC and FA Guidelines found on the SA website (<http://www.utulsa.edu/sa/documents/>).
- 2) Submit this application to [sa-allocations@utulsa.edu](mailto:sa-allocations@utulsa.edu); the organization's applying representative, president, and treasurer will receive a receipt confirming submission.
- 3) You will be contacted to schedule an interview (either in person or through email) with FAC to determine your eligibility.
- 4) Contingent upon approval by FAC, you may be contacted to schedule an appearance before the Senate for final approval of your event sponsorship.
- 5) If approved by the Senate, funds will be transferred to your SA designated account with the University of Tulsa business office.
- 6) Applications will not be accepted for events that have already occurred.

## Organization Details:

Organization Name: \_\_\_\_\_

Organization Account Number: 70-0-7000\_\_\_\_-23009

Organization Faculty Advisor: \_\_\_\_\_

Organization President: \_\_\_\_\_

Organization Treasurer: \_\_\_\_\_

Representative's name: \_\_\_\_\_

Representative's email address: \_\_\_\_\_

Representative's cell phone number: \_\_\_\_\_

## Event Details

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Time: \_\_\_\_\_

Projected Unique TU Student Attendance: \_\_\_\_\_

*Note: For a single event, a unique student is defined as the discrete number of students in attendance. However for an event series, unique student attendance is the sum of all discrete students attending all events. For example, if Alice attends event one and two, she is only counted as one unique student. Alternately, if Bob attends event one and Charlie attends event two, then their attendance counts as two unique students.*

For certain events, attendance at FAC and/or Senate meetings may be waived. Would you prefer to:

Conduct all interviews by email    Attend FAC only    Attend both FAC and Senate

Will this event be held at an off campus location?    Yes    No

    If yes, will transportation be provided and advertised?    Yes    No

Is this event open to all students?    Yes    No

    If no, will a sign-up sheet be used or tickets sold?    Yes    No

        If yes, was this process advertised?    Yes    No

Is an admission fee being charged?    Yes    No

    If yes, what percent of proceeds go to charity?   \_\_\_\_\_%

Will alcohol be provided at this event?    Yes    No

Are you using Sodexo for your food service?  Yes  No

If no, and your food costs exceeded \$100 did you apply  
for a catering exemption from Sodexo?  Yes  No

Is this a new event?  Yes  No

*Note: If no, please be prepared to describe and substantiate any details from previous years, including cost breakdown and recorded attendance, at the FAC interview that may be different from the event description below.*

Please describe the event:

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How do you plan to advertise your event?

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## Event Budget

*Note: Remember to attach the Itemized Allocations Form with your application.*

Food (max \$7 per unique attending student per event): \$ \_\_\_\_\_  
Entertainment (max: \$1000 per event) \$ \_\_\_\_\_  
Advertising (max: \$30 per event): \$ \_\_\_\_\_  
Décor/Dinnerware (max: \$75 per event): \$ \_\_\_\_\_  
Security (max: \$200 per event): \$ \_\_\_\_\_  
Equipment rental and miscellaneous (max: \$500 per event): \$ \_\_\_\_\_  
  
Total: \$ \_\_\_\_\_

*Caution: If your totals exceed the maximum allowable amount, you may only be funded to the maximum allowable amount. See the Financial Appropriation Guidelines for more information.*

Please describe any costs listed as "miscellaneous":

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## For SA Internal Use Only:

Application received: \_\_\_\_\_  
Number of events held academic YTD: \$ \_\_\_\_\_  
Amount of funding received academic YTD: \$ \_\_\_\_\_